

# MARAC Spring Meeting 2001

[ 2001: An Archival Odyssey ]  
[ Four Centuries of Archives ]

Philadelphia, Pennsylvania  
Crowne Plaza Hotel and Resorts



May 3 - 5, 2001





# Welcome

The Local Arrangements and Program Committees invite you to join us for an ARCHIVAL ODYSSEY at the Mid-Atlantic Regional Archives Conference meeting in Philadelphia, Pennsylvania, May 3 – 5, 2001.

This year marks the 225th anniversary of the Declaration of Independence. Could you find a better place to consider not only the past but the present and future of archival collections than the city where this country began documenting its democratic theories?

The Program Committee has assembled an array of sessions and speakers that will whisk you through four centuries of archives and return you to the present energized and enlightened. In addition to twenty lively sessions ranging from preserving American icons to assembling a digital jumpkit, you will hear from a quartet of distinguished speakers at the plenary, luncheon, and evening lectures.

The plenary will feature historians Lucia Collier Stanton and Dianne Swann-Wright, who will talk about their remarkable project to document Monticello's slave community through extensive oral interviews with descendants. Luncheon speaker Barbara B. Oberg, editor of the Jefferson Papers at Princeton University, will consider the significance of the 225th anniversary of the Declaration of Independence. And, on Friday evening, at the Fredric M. Miller Memorial Lecture at City Hall, we will hear from one of MARAC's own, archivist John A. Fleckner of the Smithsonian Institution.

The Local Arrangements Committee will show you that the City of Brotherly Love has evolved into the Place that Loves You Back. Tour some of the nation's most historical landmarks, visit outstanding museums, or take home some famous Philadelphia food from the Reading Terminal Market – all are within blocks of the conference hotel. Take in a Phillies baseball game or head to the outstanding laser light and sound show, *Lights of Liberty*, which will transport you to the early days of the American Revolution. Plan to stay an extra night, and bring the family for a weekend of learning and fun.

The combination of an unsurpassed program and a great city *and you* ensures a fantastic conference. We hope you will join us, and we look forward to seeing you!

Margaret Jerrido

Lisa Mangiafico

Co-chairs, Local Arrangements Committee

Diane Windham Shaw

Joan Echtenkamp Klein

Co-Chairs, Program Committee

P.S. When you pack your bags, **don't forget to include this copy of the program**, as it will be the only publication you receive that describes the sessions!

The Local Arrangements Committee especially acknowledges and thanks the Delaware Valley Archivists Group (DVAG), Conservation Resources International, the Pennsylvania Humanities Council, and the University of Pennsylvania Archives and Records Center for supporting this conference.

Cover image: Philadelphia, c.1876. Courtesy of the American Philosophical Society Library.



## Local Arrangements Committee

### Co-chairs:

Margaret Jerrido, *Temple University*  
 Lisa Mangiafico, *Soroptimist International of the Americas*

Joseph-James Ahern, *American Philosophical Society Library*

Susan Anderson, *Philadelphia Museum of Art*

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## Program Committee

### Co-chairs:

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Kathy Stewart, *The Library of Virginia*

Pamela Cassidy Whitenack, *Hershey Community Archives*

Heather Willever-Farr, *American College of Physicians – American Society of Internal Medicine*

Peter Wosh, *New York University*

## SCHEDULE AT A GLANCE

### WEDNESDAY MAY 2

6:00 pm . . . . . T1 – Philadelphia Phillies vs. Colorado Rockies

6:00 pm – 8:00 pm . . . . . Earlybird Registration

### THURSDAY MAY 3

8:00 am – 6:00 pm . . . . . Registration

9:00 am – 12:00 pm . . . . . W1, 3 – Workshops

9:00 am – 12:00 pm . . . . T2 – Independence National Historic Park

10:00 am – 12:00 pm. . . . T3 – NARA – Mid-Atlantic Region Office

10:30 am – 11:00 am . . . . . Break

1:00 pm – 4:00 pm . . . . . W2, 4, 5 – Workshops

1:00 pm – 2:30 pm . . . . . T4 – American Philosophical Society Library

2:00 pm – 4:00 pm . . . . . T5 – Philadelphia College of Physicians and Mutter Museum

2:00 pm – 5:00 pm . . . . . Committee Meetings

2:30 pm – 3:00 pm . . . . . Break

3:00 pm – 5:00 pm . . . . . T6 – Conservation Center for Art and Historic Artifacts

6:30 pm – 10:00 pm . . . . . Steering Committee Meeting

8:00 pm – 10:00 pm . . . . . T7 – Lights of Liberty

9:00 pm – Midnight. . . . . Hospitality Suite

### FRIDAY MAY 4

7:15 am – 5:15 pm . . . . . Registration

7:30 am – 8:00 am . . . . . New Members Meeting

8:00 am – 8:45 am . . . . . State Caucus Meetings

8:00 am – 5:00 pm . . . . . Exhibitors

9:00 am – 10:00 am . . . . . Plenary Session

10:00 am – 12:00 pm . . . T8 – Philadelphia Museum of Art/Archives

10:00 am – 10:15 am . . . . . Break

10:15 am – 11:45 am . . . . . S1-4 – Sessions

12:00 pm – 1:15 pm . . . . . Lunch

1:30 pm – 3:00 pm . . . . . S5-8 – Sessions

3:00 pm – 3:30 pm . . . . . Break

3:30 pm – 5:00 pm . . . . . S9-12 – Sessions

5:30 pm – 6:30 pm . . . Fredric M. Miller Memorial Lecture – City Hall

6:30 pm – 8:30 pm . . . . . Reception – City Hall

9:30 pm – Midnight. . . . . Hospitality Suite

### SATURDAY MAY 5

7:30 am – 11:30 am . . . . . Registration

8:00 am – 9:30 am . . . . . Breakfast Business Meeting

9:45 am – 11:15 am . . . . . S13-16 – Sessions

10:00 am – 12:00 pm . . . T9 – Philadelphia Museum of Art/Gallery Tour

11:15 am – 11:30 am . . . . . Break

11:30 am – 1:00 pm . . . . . S17-20 – Sessions

2:00 pm – 3:30 pm . . . . . T10 – Around Center Square Architectural Walking Tour





## WEDNESDAY, MAY 2, 2001

6:00 pm – 8:00 pm .....Earlybird Registration

## THURSDAY, MAY 3, 2001

2:00 pm – 5:00 pm .....Committee Meetings

All committee chairs should contact their members prior to the Philadelphia meeting to verify meeting times and prepare agendas.

Arline Custer Award Committee

Development Committee

Education Committee

Finance Committee

Finding Aids Committee

Meetings Coordinating Committee

Membership Development Committee

Nominating Committee

Outreach Committee

Publications Committee

6:30 pm – 10:00 pm .....Steering Committee Meeting

9:00 pm – Midnight .....Hospitality Suite

## FRIDAY, MAY 4, 2001

7:30 am – 8:00 am .....New Members Meeting

8:00 am – 8:45 am .....State Caucus Meetings

8:00 am – 5:00 pm .....Exhibitors

9:00 am – 10:00 am .....Plenary Session

### ***Coming Before Winter: Preserving African-American Oral History***

The plenary speakers will be Lucia Collier Stanton, Shannon Senior Research Historian, International Center for Jefferson Studies, Monticello, and Dianne Swann-Wright, Director of Special Programs, Monticello. Stanton and Swann-Wright are Project Director and Project Historian, respectively, of *Getting Word: The Monticello African-American Oral History Project*.

Lucia Collier Stanton and Dianne Swann-Wright will discuss *Getting Word*, an oral history of the descendants of Monticello's African-American families. Since 1993, the two historians have interviewed more than 130 people with connections to the enslaved community at Monticello, collected photographs, and pursued research using all relevant types of documentary records. Their interdisciplinary approach has considered art, music, and folklore, as well as history and archaeology.



The plenary session will provide an overview of the project and case studies that illustrate the project's dual goals of preservation and education. Stanton and Swann-Wright will share insights they have gained from descendants of enslaved people into the legacy of slavery and racism; the importance of oral transmission of history in the African-American community; and the place of Jefferson and Monticello in African-American memory. *The plenary has been supported, in part, by the Pennsylvania Humanities Council, the Federal-State Partner of the National Endowment for the Humanities.*

12:00 pm – 1:15 pm . . . . . Luncheon Speaker

***Claiming and Reclaiming the Declaration of Independence***

Barbara B. Oberg, Editor-in-Chief, the *Thomas Jefferson Papers*, Princeton University, will speak about the significance of the 225th anniversary of the Declaration of Independence. Oberg will offer reflections on the Declaration as “contested territory” during its first half century. In the years immediately following 1776 the document’s authorship seemed not to be a matter of great importance, but it gained both a symbolic and a partisan stature in the decade of the 1790s. The Jeffersonian-Republicans began to claim it as their own, and Thomas Jefferson’s “authorship” of it took on new importance. Jefferson, reflecting on the Declaration in his letters to friends and in his *Autobiography* (1821), reclaimed the Declaration of Independence by recollecting and perhaps reconstructing the history of the document’s composition.

5:30 pm – 6:30 pm . . . . . Fredric M. Miller Memorial Lecture – Conversation Hall, City Hall

John A. Fleckner, National Museum of American History, Smithsonian Institution, will deliver the Memorial Lecture in tribute to longtime MARAC member and distinguished archivist Fred Miller. Miller – author, educator, historian, and practicing archivist – was an active member of MARAC as well as the national archival community. He became curator of the Urban Archives Center at Temple University in 1973, which he continued to build into an important repository until he joined NEH in 1988. Many archivists remember the supporting encouragement he offered as a grants administrator in the Division of Preservation and Access at NEH. Miller was an adjunct history professor and taught courses in archival administration at Temple and Drexel universities. In addition to his professional classic *Arranging and Describing Archives and Manuscripts* (SAA, 1990), Miller authored photographic histories of Washington and Philadelphia. MARAC is proud to honor this archivist who gave so much to our profession.

6:30 pm – 8:30 pm . . . . . Reception – Mayor’s Reception Room, City Hall

At the heart of Center City Philadelphia, City Hall is an ornate civic structure designed by architect John McArthur, Jr. Built between 1872 and 1901, its center tower still dominates the city’s skyline and is crowned by the famous Alexander Stirling Calder sculpture of William Penn. Explore the lofty interior of this historical landmark at MARAC’s reception, immediately following the Fredric M. Miller Memorial Lecture. Enjoy the architecture, paintings, and chandelier as you walk through the massive courtyard, corridors, and the Mayor’s Reception Room. *The University of Pennsylvania Archives and Records Center is pleased to sponsor the MARAC reception.*

9:30 pm – Midnight . . . . . Hospitality Suite

**SATURDAY, MAY 5, 2001**

7:30 am – 11:30 am . . . . .Registration

8:00 am – 9:30 am . . . . .Breakfast Business Meeting



# City Tours



## WEDNESDAY, MAY 2, 2001

### T1 Philadelphia Phillies vs. Colorado Rockies

6:00 pm / 7:05 pm (Game Time)  
Fee: \$20.00

Come join us as we root for the Philadelphia Phillies against the Colorado Rockies. Established in 1883, the Phillies are the oldest, continuous, one-name, one-city franchise in all of professional sports. But a Phillies game is not just about baseball, exciting as that may be. You'll also enjoy the antics of the Phillie Phanatic, one of the wildest, funniest, and most unpredictable sports mascots. So, here's your chance to hoist a cold one, see some great baseball, and chow down on Philadelphia's well-known pretzels. The group will depart from the Hotel Lobby at 6 pm for SEPTA transport to the game.



## THURSDAY, MAY 3, 2001

### T2 Independence National Historical Park Tour

9:00 am – 12:00 pm  
Fee: None (Space Limited)

No trip to Philadelphia would be complete without a visit to Independence National Historical Park. Led by a guide from the National Park Service, see such sights as Independence Hall (a World Heritage Site where both the Declaration of Independence and the U.S. Constitution were signed), the Liberty Bell (an international symbol of freedom), the Todd House, and Bishop White House. [www.nps.gov/inde/index.htm](http://www.nps.gov/inde/index.htm)

### T3 NARA – Mid-Atlantic Region Office

10:00 am – 12:00 pm  
Fee: None

The NARA Mid-Atlantic Region Office in Center City Philadelphia has more than 54,000 cubic feet of archival holdings, including textual documents, photographs, maps, and architectural drawings, dating from 1789 to 1989. These archival holdings were created or received by the Federal courts and over 50 Federal agencies in Delaware, Maryland, Pennsylvania, Virginia, and West Virginia. Come see some of the Archives' interesting records, and tour the facility and reading room. [www.nara.gov/regional/philacc.html](http://www.nara.gov/regional/philacc.html)

### T4 American Philosophical Society Library

Limited 1:00 pm – 2:30 pm  
Fee: None

Visit one of Philadelphia's unique cultural institutions and its treasures. The American Philosophical Society Library is a major national center for research in the history of the sciences, medicine, and technology. With roots extending back to the founding of the Society in 1743, it houses over 300,000 volumes and bound periodicals, seven million manuscripts, 100,000 images, and thousands of hours of audiotape. The Library's manuscript collections include American History to 1840, eighteenth-century natural history, American Indian linguistics and culture, nuclear physics, computer development, and medical science. Included in the collection are the papers of Benjamin Franklin, Charles Darwin, Franz Boaz, and Charles Wilson Peale. The Library also houses several unique first editions. [www.amphilsoc.org](http://www.amphilsoc.org)





**T5 Philadelphia College of Physicians and Mütter Museum**

2:00 pm – 4:00 pm

Fee: \$5.00 (Space Limited)

Tour the Mütter Museum and its collection of medical artifacts and specimens, including the Soap Lady (an unusually preserved body from the early 1800s), the death cast and liver of the original Siamese Twins, the Hyrtl Skull Collection, and an exhibit on Presidential Health. Also, tour the library collections, which feature the papers of prominent physicians such as Joseph Leidy, W.W. Keen, and S. Weir Mitchell, along with a book collection that contains 415 incunabula volumes and first edition copies of important books in the history of medicine. [www.collphyphil.org](http://www.collphyphil.org)

**T6 Conservation Center for Art and Historic Artifacts**

3:00 pm – 5:00 pm

Fee: None

The Conservation Center for Art and Historic Artifacts (CCAHA), established in 1977, is one of the largest non-profit regional conservation laboratories in the country. CCAHA serves cultural, educational, and research institutions; individuals; corporations; and private organizations throughout the United States. The Center specializes in the treatment of art and historic artifacts on paper. CCAHA will open its doors to MARAC for a special tour. Join us as we listen to descriptions of the many projects currently underway, ask questions of the curators, and see some of the materials. This is a free tour, and all are welcome. [www.ccaha.org](http://www.ccaha.org)

**T7 Lights of Liberty**

8:00 – 10:00 pm

Fee: \$17.00

*Lights of Liberty* is a sound and light show that guides visitors through the events leading up to the American Revolution. Beginning at the site of Benjamin Franklin's house at 3rd and Market Streets, the show ends at Independence Hall. In between you'll visit several outdoor national landmarks on the grounds of Independence National Historic Park. Each person is given individual wireless headsets for 3-D sound. By projecting images onto the actual historical buildings, the sound and light process creates a visual "time travel" effect that makes you feel as if you are witnessing the actual events described. Narrated by Walter Cronkite, the cast includes Charlton Heston, Ossie Davis, Whoopie Goldberg, and Frank

Langella among others. So come join us and experience the American Revolution, as it happened, where it happened. The group will depart from the Hotel Lobby at 8:00 pm. [www.lightsofliberty.org](http://www.lightsofliberty.org)



**FRIDAY, MAY 4, 2001**

**T8 Philadelphia Museum of Art (Archive – Behind the Scenes)**

10:00 am – 12:00 pm

Fee: None (Space Limited)

Take a journey through time at the Philadelphia Museum of Art. Echoing the design of a Greek temple but of more massive Roman proportions, the Museum building is considered one of the crowning achievements of the City Beautiful movement in architecture in the early part of the 20th century. Covering ten acres of ground, it contains over 200 galleries. View one of the many special exhibitions the museum hosts each year: *Leaves of Gold: Treasures of Manuscript Illuminations from Philadelphia Collections* highlights works from the 12th through the 16th centuries. This exhibit showcases many rarely seen Medieval and Renaissance illuminated manuscripts, opening to us the medieval European world they represent. Moving to the other end of the spectrum, Assistant Curator Michael Taylor will discuss the recent reinstallation project in PMA's Modern and Contemporary galleries, which involved extensive research into the gallery space. PMA's contemporary holdings span the best of the 20th century, including works from Picasso and Matisse to mid-century expressionism to today's media works. As an added bonus, the Melon Project staff has offered to open their processing area for a brief tour of the Arensberg's Archives and the Marcel Duchamp Research Collection. Susan Anderson, PMA archivist, will accompany us on a tour. [www.philamuseum.org](http://www.philamuseum.org)





*The University Archives and Records Center  
of the University of Pennsylvania  
Welcomes MARAC to Philadelphia  
and is pleased to sponsor the reception in the  
Mayor's Reception Room at City Hall.*

**SATURDAY, MAY 5, 2001**

**T9 Philadelphia Museum of Art  
(Guided Gallery Tour)**

10:00 am – 12:00 pm

Fee: \$9.00

Tour the Philadelphia Museum of Art and experience our nation's history through art. The Museum itself is a piece of historic Philadelphia. For over 115 years, PMA has been one of the most prominent art museums in the world, housing over 300,000 works of art. Initially an attraction of the 1876 Centennial Exposition, the Museum has grown into a showcase for art and an educational center for the community. A docent will guide us through *America, Past and Present* in the American wing, which features an extensive spread of Pennsylvania arts from the past four centuries, including Pennsylvania-German art, antique furniture, and silver by early Philadelphia craftsmen. In addition, the world's finest collection of paintings by Philadelphia artist Thomas Eakins is on display. After our tour, you will be free to explore the museum on your own.

**T10 Around Center Square  
Architectural Walking Tour**

2:00 pm – 3:30 pm

Fee: \$10.00 Minimum attendance required

Presented by the Foundation for Architecture (FFA), this non-profit group is dedicated to promoting Philadelphia as a "museum of architecture." The Around Center Square tour focuses on architectural examples from the past 130 years including French Second Empire in the U.S., the City Beautiful Movement, Beaux Arts, and Art Deco. The tour contains stops at City Hall, the Masonic Temple of 1873, the Benjamin Franklin Parkway, and works by Helmut Jahn and I.M. Pei. [www.foundationforarchitecture.org](http://www.foundationforarchitecture.org)





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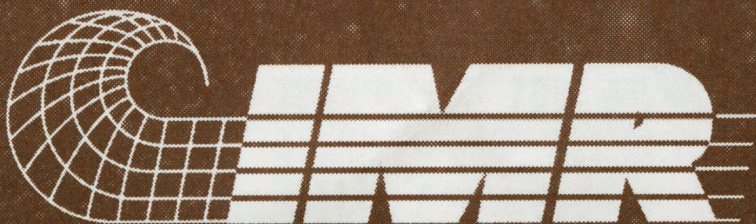
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# Workshops

**THURSDAY, MAY 3, 2001**

**W1 Mediator on the Ground:  
Performing Reference in an  
Archives or Special Collections  
Setting**

9:00 am – 12:00 pm

Fee: \$25.00

Reference work in a manuscript or archives department is an important component of an academic library's mission to serve a broad scholarly community. It is quite different from general library reference, noticeably in the amount of time required to answer a question. This workshop provides an overview of issues related to performing reference in an archives or special collections department: type of questions asked by patrons, conducting reference interviews, planning research strategies, balancing the goals of access to and preservation of unique materials, dealing with copyright and other legal issues, exhibits, and public services and procedures. Topics related to reference in an online environment include using finding aids and EAD on the Web to provide information about your archives's resources, and to enhance available in-house information; as well as how to evaluate the quality of websites before suggesting their use to a patron.

*Instructor:*

Diana Franzusoff Peterson, *Manuscripts Cataloger and College Archivist, Haverford College*

**W2 Introduction to Appraisal:  
What Do We Keep?**

1:00 pm – 4:00 pm

Fee: \$25.00

This workshop introduces appraisal concepts and is best suited to novice, beginning, or self-trained archivists. In processing or preparing papers for use, one of the most important tasks that archivists accomplish is selecting materials for permanent retention. What do we keep, what should be discarded, and why? Why don't we just keep everything? This workshop offers some suggestions for establishing a logical and consistent decision-making process for appraisal. The instructor, who has taught the three-course archival

sequence at Temple University for ten years, will assume that attendees have little or no previous formal instruction, but may nonetheless have some archival responsibilities or experience. The workshop features lively discussion and real life examples, hand-outs, and ample time for questions.

*Instructor:*

Martin L. Levitt, Ph.D., *Associate Director, American Philosophical Society Library, and Associate Professor of History, Temple University*

**W3 Database Design Basics**

9:00 am – 12:00 pm

Fee: \$30.00

This workshop, offered at the New Brunswick meeting and now back by popular demand, introduces concepts and principles of relational database design to archivists with little or no experience building databases. The workshop covers tables, relationships, and queries, with an emphasis on mapping information into the correct database structure. Most of the workshop will be spent on the pencil-to-paper design work that ensures a useful and reliable database. By the end of the workshop, participants will be able to use an entity-relationship diagram to model the information in the real world that they want the database to capture. Participants will have a set of rules for transforming an entity-relationship diagram into a well-designed database schema. Finally, participants will be able to use the schema as a blueprint for building the database in a software package. We will use Microsoft Access to demonstrate, but the principles learned in the workshop apply to any relational database software.

*Instructor:*

Meg Phillips, *Supervisor of Archives and Records Management, American College of Physicians - American Society of Internal Medicine*





## W4 Database Design II: Queries, Forms, and Reports

1:00 pm – 4:00 pm

Fee: \$30.00

This workshop is intended for archivists with a good grasp of relational database tables and relationship design. It provides more experience with queries, including a deeper understanding of how queries work. The workshop also provides an introduction to building forms and reports. Although the material covered will be useful for archivists working in any software package, this workshop relies more heavily on Microsoft Access than does Database Design Basics. By the end of the workshop, participants will be able to build sophisticated queries to pull specific information from several tables. They will understand the structure of an SQL statement, and will be able to use that understanding to think through the queries they build. They will be able to build forms and reports based on one or multiple tables and queries. Participants will also be able to use several different tools for searching their data using queries and forms.

### Instructor:

Meg Phillips, *Supervisor of Archives and Records Management, American College of Physicians - American Society of Internal Medicine*



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## W5 Elements of Successful Grantsmanship

1:00 pm – 4:00 pm

Fee: \$25.00

If your experience with grantsmanship has been limited to writing the proposal narrative, this workshop is for you. You will learn the nine basic steps to a successful grantsmanship program – from “identifying the project team” to “conducting the research” to “preparing the ask” to “evaluating the project and renewing the grant.” Both experienced and novice grant-writers will benefit from this comprehensive approach.

### Instructor:

Eileen K. Myers, *Certified Fund Raising Executive (CFRE), Development Counsel*



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## FRIDAY, MAY 4

10:15 am – 11:45 am

### S1 Digital Philadelphia: The PHDIL and PAB Projects

This session will provide an overview of the history, development, and research potential of two Philadelphia digitization projects that provide free public access to user-friendly, Web-based, and image-rich information. Both projects received grants from the William Penn Foundation. Ambitious models of private, academic, and public cooperation, they bring together collections, data, images, and professional expertise to expand access to local architectural and medical historical information from Philadelphia archival collections.

*Chair:*

Edward Galloway, *Coordinator, Digital Research Library, University of Pittsburgh*

*Presenters:*

Beth A. Bensman, *Manager of Public Services and Outreach, Presbyterian Historical Society; "Philadelphia Historical Digital Image Library"*

Bruce Laverty, *Curator of Architecture, The Athenaeum of Philadelphia; "Philadelphia Architects and Buildings Project"*

### S2 Preserving the Icons of American History

Conservators Kyle, Carbone, Price, and Thomassen-Krauss have been responsible for recent preservation projects involving some of America's most revered historic items, including Jefferson's draft of the Declaration of Independence, the journals of Lewis and Clark, and the Star Spangled Banner. Presentations will address not only the issues of planning and executing a preservation plan for extraordinary items, but myriad associated complications that arise, including funding, security, exhibition considerations, and political pressures. The icons themselves, just a small part of our curatorial responsibility, are nonetheless among the most visible and sentimental parts of our material legacy. As such, the public takes a keen and sometimes emotional interest, and decisions and actions are often subject to intense scrutiny. The successful preservation of

American icons, as characterized by these four specialists, requires consummate professionalism, a bit of diplomacy, a sense of humor, and nerves of steel.

*Chair:*

Glenn Ruzicka, *Director of Conservation, Conservation Center for Art and Historic Artifacts*

*Presenters:*

Lois Olcott Price, *Conservator of Library Collections, Winterthur Library and Museum*

Hedi Kyle, *Head of Conservation, American Philosophical Society Library*

Denise Carbone, *Associate Conservator, American Philosophical Society Library*

Suzanne Thomassen-Krauss, *Textile Conservator, Chief Conservator Star-Spangled Banner Preservation Project; National Museum of American History, Smithsonian Institution*

### S3 Whose History Is It?: Archives, Memory, and Culture

Like all memory, the collective historical memory of America is highly selective. Scholars have been mining archives to fill in the gaps left by our national amnesia, particularly in the areas of race and gender. Speakers in this session will reflect on their archival research in these areas. Greg Kimball will discuss the shaping of African-American memory in antebellum Virginia. Charlene Mires will describe her work on Independence Hall, women, and African-Americans in public memory. Lara Murphy and Sandra McKenzie Lloyd will report on Pennsbury Manor's recent NEH "Raising Our Sites" grant to document the role of African-Americans at this historic site.

*Chair:*

Michael Plunkett, *Director of Special Collections, University of Virginia Library*

*Presenters:*

Gregg Kimball, *Assistant Director of Publications and Educational Services, Library of Virginia*

Charlene Mires, *Assistant Professor of History, Villanova University*

Lara Murphy, *Head of Interpretive Research, Pennsbury Manor*

Sandra McKenzie Lloyd, *Consultant, "Raising Our Sites" Project, Pennsbury Manor*



## S4 Making Time for Records Management

Archivists with records management responsibilities or those working to add records management to their duties have had to find ways to make records management work within their already overloaded schedules. Most must use persuasion to convince offices to schedule and transfer records. All must develop timesaving techniques, processes, and tools that enable them to integrate records management into the workflow of the archives.

### Chair:

Ira Galtman, *Manager, Corporate Archives, American Express*

### Presenters:

Janet R. Linde, *Archivist and Records Manager, American Civil Liberties Union*

Nancy J. Taylor, *Records Archivist, Presbyterian Historical Society*

Jan Blodgett, *College Archivist and College Records Management Coordinator, Davidson College*

1:30 pm – 3:00 pm

## S5 Architectural Records: Documentation of Place

Architectural records are important as tools for the maintenance and renovation of existing buildings; as historical records of buildings no longer standing; as documentation of unbuilt designs; as legal evidence; and as works of art in their own right. An architectural archivist will define what may be included in the term "architectural records" and address issues related to managing those collections. An architectural historian will discuss the research potential in a great range of records containing evidence of our built heritage, looking specifically at Philadelphia-area documentary resources and access tools as documents of place.

### Chair:

Sarah H. Turner, *Archivist, American Institute of Architects*

### Presenters:

Sherry Birk, *Director of Collections, The Octagon, Museum of the American Architectural Foundation*

Jeffrey A. Cohen, *Director of the Digital Media and Visual Resource Center, Bryn Mawr College*

## S6 Philadelphia Medica

Philadelphia holds a special place in the history of medicine. Philadelphia is the home of the first hospital and the first school of medicine in the United States, the first medical school for women, the first medical library, and the famous Mütter Museum. Come learn about Philadelphia's illustrious medical past!

### Chair:

Thomas A. Horrocks, *Associate Director, Special Collections, Francis A. Countway Library, Harvard University*

### Presenters:

Steven J. Peitzman, M.D., *Professor of Medicine and former Archives Historian, Medical College of Pennsylvania, Hahnemann University*

Gretchen Worden, *Director and Curator, Mütter Museum*

Charles B. Greifenstein, *Interim Library Director and Curator of Archives & Manuscripts, College of Physicians of Philadelphia*

## S7 Providing Access to Electronic Records: Learning from the Results of the Gateways Project

With acceleration in the quantity and complexity of electronic records, archivists will be called on more and more to develop ways to provide access to these records. To address this challenge, archivists will need to consider new ways of providing access, evaluate our institutions' ability to support adequate access to certain records, and determine the costs of implementing long-term programs for access. This session will help participants understand and put to use findings of the NHPRC-funded project, "Gateways to the Past, Present, and Future: Practical Guidelines to Secondary Uses of Electronic Records." Guidelines for designing an access program for electronic records will be presented, followed by exercises that will provide participants with practical experience in using the guide.

### Chair:

Geoffrey A. Huth, *Manager, Records Service Development, New York State Archives*

### Presenter:

Theresa Pardo, *Project Director, Center for Technology in Government, New York State Archives*





## S8 Legislation, Archivists, and Historians

A quick glance at any metropolitan daily confirms the fact that recordkeeping issues, archival concerns, and historical debates remain controversial social and political topics. Bruce Craig, who recently assumed the directorship of the National Coordinating Committee for the Promotion of History, will moderate a discussion of the current legislative climate for archivists and historians, focusing on such topics as declassification, grand jury records, funding, our relationship with allied professions, and other hot-button issues. Bring your concerns, thoughts, and opinions for what promises to be a lively, timely, and entertaining session.

### Chair:

James B. Byers, *Chair, MARAC*

### Presenter:

Bruce Craig, *Director, National Coordinating Committee for the Promotion of History*

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**3:30 pm – 5:00 pm**

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## S9 Virtual Exhibitionists: Flashing Your Archival Finery

Exhibitions are essential to promotion and sharing of our archival and special collections. However, using the Web as a venue for presenting exhibits may be a daunting prospect to many archivists. The goal of this session is to explore several issues associated with creating virtual exhibits, including designing and mounting Web exhibits; using Web exhibits as outreach; addressing impact on services and staff; and seeking professional evaluation and recognition of our work.

### Chair:

Timothy Murray, *Head, Special Collections, University of Delaware Library*

### Presenters:

Martin R. Kalfatovic, *Digital Projects Librarian, Smithsonian Institution Libraries*; "Online With the Show!: Creating Online Exhibitions in Archives and Libraries"

Diane Shaw, *Rare Books Cataloger, Smithsonian Institution Libraries, and Exhibition Catalogue Awards Committee Chair (ALA Rare Book & Manuscripts Section)*; "Thumbs Up or Thumbs Down?: Evaluating Virtual Exhibitions"

Iris Snyder, *Associate Librarian, Special Collections, University of Delaware Library*; " 'Send Me Everything You Have on Trains': The Effect of the Web on Special Collections"

**FRIDAY, MAY 4**

## S10 Documenting Women: Collections in the Philadelphia Area

This session focuses on collections in three local repositories that contain rich and diverse resources in the field of women's history. One of the participants will talk about the extensive archive of the modernist poet Marianne Moore. Another participant will discuss how Pennsylvania county government records (such as probate, court, poorhouse, and land records) can be used to locate information on women, and how these records document the changing legal status of women. The third speaker will describe her efforts to document women's lives in collections that traditionally have focused on the achievements of white American male writers of the twentieth century.

### Chair:

Wendy Chmielewski, *Curator, Swarthmore College Peace Collection*

### Presenters:

Michael Barsanti, *Associate Curator, Rosenbach Museum and Library*; "Her Life and Her Times: The Marianne Moore Archive at the Rosenbach Museum & Library"

Laurie A. Rofini, *Archivist, Chester County Archives*; "Finding Women in Pennsylvania County Government Records"

Nancy Shawcross, *Curator of Manuscripts, Rare Book & Manuscript Library, University of Pennsylvania*; "Women's Lives in Search of an Author"

## S11 Reaching Out to Labor

As the American labor movement continues on its path toward reorganization and rejuvenation, archivists are challenged to ensure that the organizational, political, and cultural changes labor unions are experiencing are fully documented. This session explores the need for labor archivists to actively reach out to unions and the problems they face in getting their message across—not only to union leadership but also to union members who can benefit from a knowledge of labor's struggles, triumphs, and defeats. Speakers include an archivist responsible for the historical records of two international unions, a compiler of an oral/pictorial history on the lives of union members, and an oral historian and labor studies scholar with a long association with labor unions and their archives.

### Chair:

Thomas Connors, *Archivist, National Public Broadcasting Archive, University of Maryland*

### Presenters:

James P. Quigel, *Head, Historical Collections & Labor Archives, Penn State University*

Rachel Bernstein, *Adjunct Professor, Program in Public History, New York University*

Alice Hoffman, *Oral Historian, Historical Collections & Labor Archives, Penn State University (retired)*



## S12 A Day in the Life of an Archivist

Have you ever wondered what your colleagues at other institutions do that is different from what you do? Or, are you a new archivist deciding on a career path? Come to this panel discussion featuring archivists from government, academic, museum, association, and corporate archives. Find out what activities make their jobs unique, what common bonds they have, and what types of patrons they serve.

### Chair:

John LeGloahec, *Archivist, Rockefeller Archive Center*

### Presenters:

Susan Mitchem, *Director, The Salvation Army Archives and Research Center*

Craig Orr, *Acquisitions Archivist, Archives Center, National Museum of American History, Smithsonian Institution*

Paul Lasewicz, *Corporate Archivist, IBM*

Wilda Logan Willis, *Work Group Leader, Life Cycle Management Division, NARA*

Erika Gorder, *Associate University Archivist, Special Collections and University Archives, Rutgers University*

## SATURDAY, MAY 5

9:45 am – 11:15 am

## S13 The Electronic Records Jumpkit

Meeting the challenges posed by electronic records is an increasing concern for archivists today. This session will provide a primer and update on electronic records issues for archivists. It will cover electronic records basics and tell you how to put together your own "digital jumpkit" containing a variety of assessment and diagnostic techniques, learning tools, and decision trees for use in managing electronic records.

### Chair/Commentator:

Thomas Mills, *Regional Administrator, Philadelphia Branch, NARA*

### Presenter:

Timothy A. Slavin, *Director, Delaware Public Archives*



## S14 Women Printers and Women Readers in American History

This session will explore collections related to women and the history of printing and publishing. It will consider the history of women and print culture from a variety of perspectives. The career of a woman printer will be illustrated as well as the effects of printed works on women's ideas. From the standpoint of archival collecting we will hear from Karen Nipps on her efforts to collect material related to the career of 19th century printer Lydia Bailey. Catherine Kerrison will discuss the results of her research in collections that document literature aimed at women in early America and how it affected women's conceptions of gender. Comments by Rosalind Remer will place the session in the context of publishing history.

### Chair/Commentator:

Rosalind Remer, *Associate Professor of History, Moravian College*

### Presenters:

Catherine Kerrison, *Assistant Professor of History, Villanova University*

Karen Nipps, *Senior Cataloger, Houghton Library, Harvard University*

## S15 Ethnic Traditions in the Mid-Atlantic Region

The Mid-Atlantic region has been noted for ethnic and cultural diversity since colonial times. Historians, archivists, and curators who work with ethnic groups regularly engage a unique set of issues concerning historical memory, ethnic consciousness, community relationships, and the documentary record. These panelists represent institutions that span the centuries and have very different constituencies. They will discuss their unique situations, common problems, and efforts to gather and present the histories of their particular groups.

### Chair:

George Tselos, *Supervisory Archivist, Statue of Liberty National Monument and Ellis Island Immigration Museum*

### Presenters:

Richard L. Waldron, *Executive Director, American Swedish Historical Museum*

Sandy Van Doren, *Archivist, Balch Institute for Ethnic Studies*  
Nélida Pérez, *Director, Centro Library and Archives, Centro de Estudios Puertorriqueños, Hunter College*



### S16 Connecting with Capitol Hill: New Perspectives on Congressional Collections

This session will explore the components that create a good working relationship with congressional offices. There are 102 Members of Congress representing the MARAC region. Every election cycle brings change, whether in the general election or through death or resignation. The panelists will explore challenges and nuances of working with congressional papers, from the view points of an archivist who has negotiated with several offices, an archivist who has served on the staff on three Senate offices, and a representative from the Office of the Clerk of the House who manages the closing of those offices.

#### Chair:

Diane Koch, *Archivist, Muhlenberg College*

#### Presenters:

Ronald L. Becker, *Head, Special Collections, Rutgers University Libraries*

Colleen Mason, *Staff Archivist, United States Senate*

Ken Kato, *Manager of Historical Programs, Legislative Resource Center, U.S. House of Representatives*

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11:30 am – 1:00 pm

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### S17 Directions in Reference and Public Service

This session will examine how archivists can improve their public service role. Three archivists will discuss challenges and strategies from the perspectives of working in one of the nation's oldest learned institutions, a state archives, and an independent research library specializing in business history. The first presenter will discuss outreach initiatives through publications, fellowships, and exhibits, and how outreach relates to reference service. The second presenter will describe how her new facility's state-of-the-art environment enhances the archives' ability to provide user services. The third presenter will focus on procedures for the use of business collections and the impact of e-mail on reference services.

#### Chair:

Thomas J. Frusciano, *University Archivist, Rutgers University*

#### Presenters:

Joseph-James Ahern, *Library Technical Assistant & Programs Assistant, American Philosophical Society Library; "Modern Reference with Ye Olde Personal Touch: Reference Services and Outreach at the American Philosophical Society Library"*

Heather C. Jones, *Manager, Public Services, Delaware Public Archives; "Finding Answers at the Archives: Reference Activity at the Delaware Public Archives"*

Marjorie G. McNinch, *Reference Archivist, Hagley Museum and Library; "How's Business? Reference in a Business Archive"*

### S18 Cheesesteaks and Tastykakes: Sampling Food and Consumer Goods in Archival Collections

The evolution of historical research has resulted in new uses for traditional archival records and a growing demand for new kinds of archival sources. The three presenters will discuss these "new" uses and sources from their unique perspectives of documenting the history of food in the Mid-Atlantic region. A culinary archivist will describe the parameters of her collections and how they are being used. A food historian will discuss how archival finding aids helped and hindered her research and the strategies she used to locate resources in collections not part of traditional food-related archives. Lastly, an oral historian will describe his efforts to identify and pull together archival materials documenting the Tastykakes Company while he prepared to conduct an oral history project for the company.

#### Chair/Presenter:

Christine Crawford Oppenheimer, *Special Collections Librarian/Archivist, Culinary Institute of America*

#### Presenters:

Wendy Wolofon, *Historian, The Library Company of Philadelphia*

Joel Gardner, *Oral Historian, Tastykakes, Inc.*

### S19 Marrying Our Collections to the Web: Saying "I Do" to Digitization

More and more patrons want access to primary sources online. But how difficult is it to digitize a collection? Experienced digital records archivists and consultants will answer this question and many more at the session. Speakers will cover topics such as how to plan a digital archives project; how to scan documents, photographs, and other artworks; how to facilitate access to images through metadata; and how to mount images on the Web. The American Memory Collection, the Vatican's digital archives, and Archives of Maryland Online will be highlighted in the session.

#### Chair:

Paul Lasewicz, *Corporate Archivist, IBM*

#### Presenters:

Danna Bell-Russell, *Learning Center Specialist, National Digital Library Learning Center, Library of Congress*

Fabio Schiattarella, *Senior IT Architect, IBM National Digital Media Practice*

Gregory Lepore, *Supervising Editor, Archives of Maryland Online, Maryland State Archives*



## S20 From Search to Settled In: Employer Expectations for New Archivists

By calling on professionals from several different types of archival organizations, this session will give new archivists a glimpse into the motivations, processes, and expectations that various repositories have when hiring people new to the profession. With the plethora of Web sites and listservs geared toward library and archival jobs, new archivists should have no trouble finding announcements for available positions. Though many of these announcements use the same language and indicate the same requirements, job seekers may wonder how the search process varies from institution to institution and what exactly employers are looking for in both a candidate and a new employee. This session should answer these and other questions for newly-minted archivists.

### Chair:

Matthew Lyons, *Graduate Student, School of Communications, Information & Library Studies, Rutgers University*

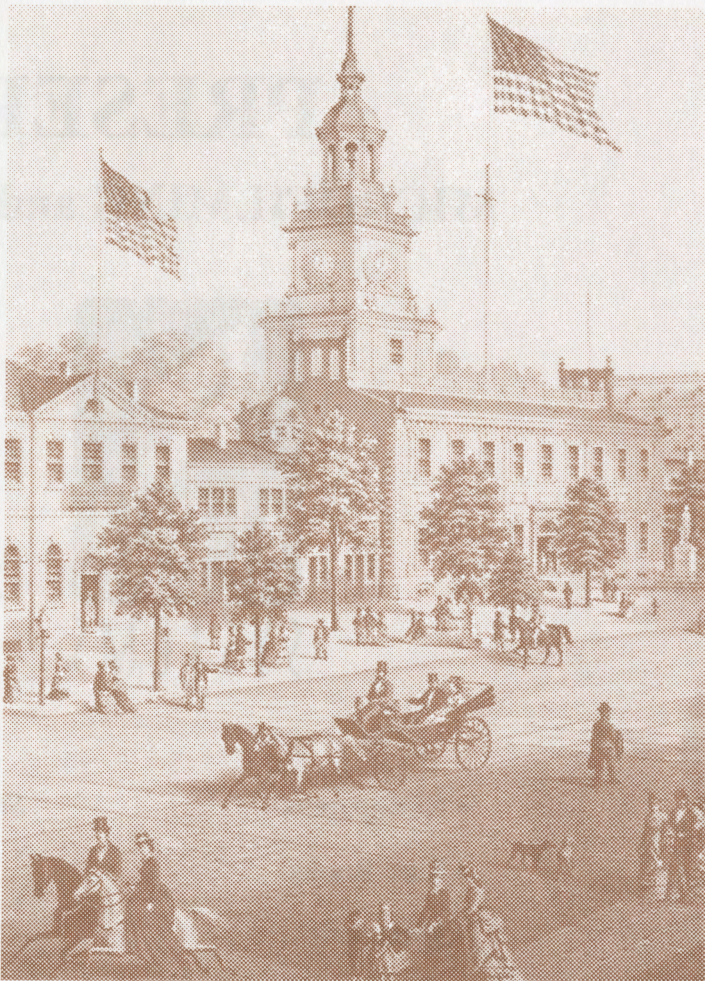
### Presenters:

Marcella Curry, *Research Archivist, Library of Virginia*

Dan Linke, *Assistant Archivist, Seeley G. Mudd Manuscript Library, Princeton University*

Susan Maclin, *Corporate Archivist and Curator of Special Properties, American International Group, Inc.*

Mary Rephlo, *Staff Development Officer, NARA*





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## GETTING TO THE CROWNE PLAZA

### From Philadelphia International Airport:

Timely and inexpensive airport transportation is available to and from the Hotel by USA Limousine. Rates are currently \$8.00 plus gratuity each way, per person. For advance reservations, you may call USA Limousine at 215/546-4044. For airport arrivals, at the Baggage Claim area, use the Courtesy Phone marked USA Limo and dial "14."

### From Amtrak Station (30th Street):

Taxi Cabs will be waiting outside 30th Street.

### Driving Directions:

#### **From Baltimore, Washington D.C., Princeton, and All Points North and South Via I-95**

Take I-95 to Exit 17 (676 West- Central Philadelphia). Go 1 mile to Broad Street exit. Follow on 15th Street to John F. Kennedy Blvd. At the 5th light turn right. Go 4 blocks to 19th Street, turn left. At next light, Market Street, turn left. Hotel is located on right hand side, garage entrance is just before main entrance to Lobby.

#### **From New York, New Jersey, and All Points NE via NJ Turnpike**

Take NJ Turnpike to Exit 4 (Philadelphia-Camden). Take 73 North to 38 West then follow signs for the Ben Franklin Bridge, 30 West. Once across Bridge, follow 676 West 1 mile to the Broad Street Exit. Follow on 15th Street to John F. Kennedy Blvd. At the 5th light turn right. Go 4 blocks to 19th Street, turn left. At next light, Market Street, turn left. Hotel is located on right hand side between 19th & 18th streets; garage entrance is just before main entrance to Lobby.

#### **From Atlantic City, New Jersey and Surrounding Area**

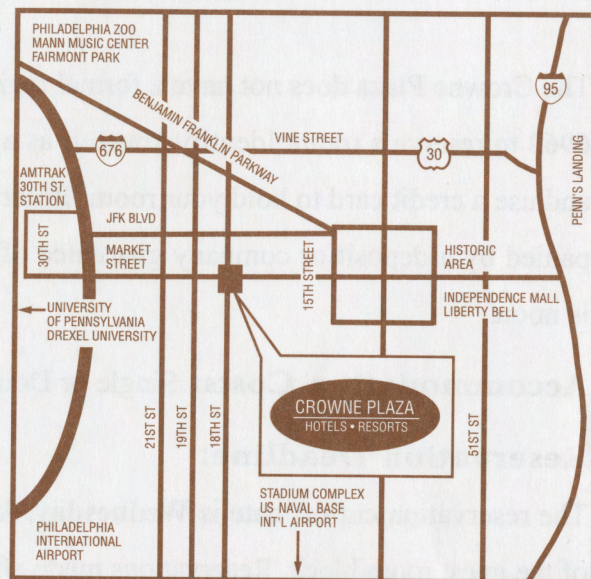
Take Atlantic City Expressway to 42 North. Follow to the Walt Whitman Bridge. Once across bridge take 76 West to exit 39 (30th Street). Follow around 30th Street Station to light. Turn left onto Market Street. Proceed 11 blocks. Hotel is located on right hand side, between 19th & 18th streets; garage entrance is just before main entrance to Lobby.

#### **From Pittsburgh, Harrisburg, And All Points West Via PA Turnpike**

Take PA Turnpike East to Exit 24 (Valley Forge). Connect with 76 East following signs for Central Philadelphia. Take Exit 39 (30th Street). Follow around 30th Street Station to light. Turn left onto Market Street. Proceed 11 blocks. Hotel is located on right hand side, between 19th & 18th streets; garage entrance is just before main entrance to Lobby.

#### **From Northeastern Pennsylvania**

Take Route 9 South - Northeast Extension to PA Turnpike. Go West on Turnpike to Exit 25 for I-476 to I-76 Schuylkill Expressway. Follow I-76 to Exit 39 (30th Street). Follow around 30th Street Station to light. Turn left onto Market Street. Proceed 11 blocks. Hotel is located on right hand side, between 19th & 18th streets; garage entrance is just before main entrance to Lobby.





# Hotel Registration Information

## Crowne Plaza Hotel and Resorts

Philadelphia Center City

1800 Market Street, Philadelphia, Pennsylvania 19103

Telephone: (215) 561-7500 or (800) 227-6963 Fax: (215) 561-4484

The Crowne Plaza does not have a formal registration form. Registrants must call **(215) 561-7500** or **(800) 227-6963** to reserve a room. Identify yourself as a MARAC (Mid-Atlantic Regional Archives Conference) attendee and use a credit card to hold your room. Reservations are held until 6:00 pm on the day of arrival unless accompanied by a deposit or company guarantee of payment. Check-in time begins at 3:00 p.m. and check-out time is noon.

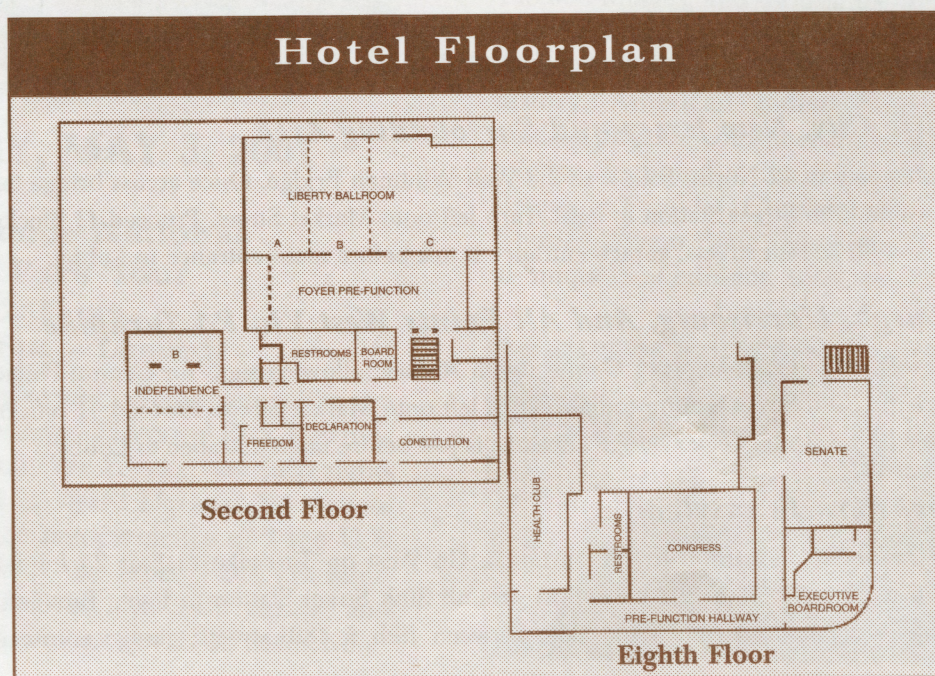
**Accommodation Costs:** Single or Double Occupancy \$135.00

### Reservation Deadline:

The reservation cut-off date is **Wednesday, April 11, 2001**. After this date the Hotel will release the remainder of the guest room block. Reservations made after the date will be honored, based upon space and rate availability.

### Parking:

The Hotel offers parking based upon availability in the Valet Garage at the current 24-hour rate of \$12.00 per vehicle, with unlimited in/out privileges. Parking rates are subject to change without notice.





# Registration

Name (to appear on badge): \_\_\_\_\_

Institution: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

MARAC Member? ☐ Yes ☐ No    **OR**    New Member? ☐ Yes ☐ No

## REGISTRATION FEES

**Postmarked before April 16, 2001:**

- ☐ MARAC member      \$60.00  
☐ Non-member      \$95.00\*

**Postmarked after April 16, 2001:**

- ☐ MARAC member      \$ 70.00  
☐ Non-member      \$112.00\*

**After April 23, 2001 (on site):**

- ☐ MARAC member      \$ 80.00  
☐ Non-member      \$122.00

\*Includes one year membership in MARAC

## WORKSHOPS

- |                                      |  |         |
|--------------------------------------|--|---------|
| <input type="checkbox"/> W1 Thursday | Mediator on the Ground: Performing Reference in an Archives or Special Collections Setting | \$25.00 |
| <input type="checkbox"/> W2 Thursday | Introduction to Appraisal: What Do We Keep?  | \$25.00 |
| <input type="checkbox"/> W3 Thursday | Database Design Basics   | \$30.00 |
| <input type="checkbox"/> W4 Thursday | Database Design II: Queries, Forms, and Reports  | \$30.00 |
| <input type="checkbox"/> W5 Thursday | Elements of Successful Grantsmanship   | \$25.00 |

**Registration fee, if attending Thursday only:** MARAC member @\$5.00; Non-member @10.00

## TOURS *Please check the box for each tour you plan to attend.*

- |                                       |  |                              |
|---------------------------------------|--|------------------------------|
| <input type="checkbox"/> T1 Wednesday | Philadelphia Phillies vs. Colorado Rockies               | \$20.00                      |
| <input type="checkbox"/> T2 Thursday  | Independence National Historical Park Tour               | FREE <i>limited space</i>    |
| <input type="checkbox"/> T3 Thursday  | NARA – Mid-Atlantic Region Office                        | FREE                         |
| <input type="checkbox"/> T4 Thursday  | American Philosophical Society Library                   | FREE <i>limited space</i>    |
| <input type="checkbox"/> T5 Thursday  | Philadelphia College of Physicians and Mütter Museum     | \$5.00                       |
| <input type="checkbox"/> T6 Thursday  | Conservation Center for Art and Historic Artifacts       | FREE                         |
| <input type="checkbox"/> T7 Thursday  | Lights of Liberty  | \$17.00                      |
| <input type="checkbox"/> T8 Friday    | Philadelphia Museum of Art (Archive – Behind the Scenes) | FREE <i>limited space</i>    |
| <input type="checkbox"/> T9 Saturday  | Philadelphia Museum of Art (Guided Galley Tour)          | \$ 9.00                      |
| <input type="checkbox"/> T10 Saturday | Around Center Square Architectural Walking Tour          | \$10.00 <i>limited space</i> |

*Please help us plan meeting arrangements by checking the activities you plan to attend:*

- |   |                           |
|---|---------------------------|
| <input type="checkbox"/> Friday State Caucus Meeting and Continental Breakfast        | No Charge                 |
| <input type="checkbox"/> Friday Luncheon – check entree choice:                       |                           |
| <input type="checkbox"/> Tuscan Grilled Chicken                                       | \$25.00                   |
| <input type="checkbox"/> Vegetable Stir Fry   | \$25.00                   |
| <input type="checkbox"/> Friday Reception at Mayor's Reception Room, City Hall        | Members Free/\$5.00 Guest |
| <input type="checkbox"/> Saturday Morning Breakfast before Business Meeting @ \$15.00 | \$ _____                  |

*Circle the Program Sessions you plan to attend:*

S1   S2   S3   S4   S5   S6   S7   S8   S9   S10   S11   S12   S13   S14   S15   S16   S17   S18   S19   S20

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Please indicate any special assistance/arrangements you may require: \_\_\_\_\_

If you will need child care, or have any questions about this meeting, contact Margaret Jerrido at 215/204-6639; mj@astro.temple.edu or Lisa Mangiafico at 215/557-9300; lisa@soroptimist.org.

**Don't forget to bring this copy of the program to the meeting!**



# WEDNESDAY

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## REGISTRATION FEE

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# FRIDAY

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